

LPITS Online Video Training Library

Video Subject: Making Text Larger on Your Screen

Here's a quick method to increase or decrease the size of text and other items on your screen without adjusting your screen's resolution

In this exercise - We will change display settings from **Smaller** to **Larger**.

A mild warning:

You will be given the option to log-off - after selecting a new display setting.

You must log-off and back-in - for the new setting to be applied.

1. Point to a blank area on your desktop and **right-click**
2. When the pop-up menu appears - select **Personalize**.
3. **Click Display** (located in the lower left corner of the window).

This will open the Display Options window.

4. Choose one of the following options:

SMALLER keeps text and other items at normal size.

MEDIUM increases text and other items to 125% of normal size.

LARGER increases text and other items to 150% of normal size.

For this exercise, we'll choose **LARGER**.

5. Click the **Apply** button.

Windows will prompt you to Log-off in order to apply these new settings.

6. You may choose to log-off now or wait and log-off later.

7. I will select **LOG-Off Now**.

Now that I've logged back in, the new **LARGE** setting has been applied.

You can see that my text and icons appear much larger.

Let's compare . . .

This is the BEFORE VIEW with the **SMALLER** option selected.

Now.. the AFTER VIEW with the **LARGER** option selected.

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